

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

June 11, 2003

Prepared by: Charles Ross
Draft Date: June 12, 2003

Members Present

Russell Grace
Joe Guerrero
Debbie Sanchez
Teresa Medeiros
Charles Ross

Guests Present

Gayle Yost

Members Absent

Tony Dickerson
Ivonne Guzman-Cicero
Judy Yee

The meeting was called to order at 9:40 a.m. by Gayle Yost in the absence of Tony Dickerson, chairman. It was held via videoconference between the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento, and the ARB El Monte offices, Conference Room 111, A&B in Annex 2. Since Analisa Bevan resigned the vice chair position was open. The EEOAC members elected Teresa Medeiros as the vice-chairperson of the committee.

APPROVAL OF PREVIOUS MINUTES

The previous minutes of March 13, 2002 and January 8, 2003 were put on hold until the next EEOAC meeting in July, to allow authors of the minutes to receive feedback or comments before approval or exclusion. The minutes of last meeting on May 14, 2003, were approved with a few changes; Russell will incorporate the changes and submit for posting on the web page.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Gayle Yost reported that Debbie Sanchez is working on the first portion of the 2003-04 Analysis of the State Work Force as well as Employment Goals for Persons with Disabilities and Upward Mobility Goals, which is the main project of the EEO at this time. This project/report is required by Government Code 19795, 19797, 19232 and 19402 is due to State Personnel Board through the Executive Office by July 1, 2003.

DISABILITY ADVISORY COMMITTEE REPORT

Sacramento staff is in process of working on "Disability Awareness Fair" event in conjunction with the Cal/EPA Disability Advisory Council on October 2, 2003. At present time no plans are in process for El Monte. Ivonne completed her time as a DAC representative.

CONTINUING (OLD) BUSINESS

The submission of EEOAC's Annual 2002 Accomplishment Report has been distributed to EEOAC members and forwarded to Mike Scheible. The report summarizes the four events sponsored by the EEOAC in 2002, namely, the Disability Awareness seminars held in October in Sacramento and in November in El Monte, and the Upward Mobility seminars held in September in Sacramento and in October in El Monte. Gayle will get approval from Mike Scheible for posting of the report to the web page.

Ideas for 2003

Joe Guerrero suggested a resume writing and job-interviewing seminar for ARB staff given the current possibility of layoffs. Russell Grace suggested that a web-cast of the seminar for El Monte with a representative from Human Resources present could be considered as an alternative if funding is restricted for travel. The committee considered an August or September timeframe. Gayle will approach Human Resources and solicit their support. Joe will draft a proposal for committee review. Tony and Gayle will present the proposal to Mike Scheible for approval.

Posting of Approved Minutes on the EEOAC Web Page

Cindy Francisco will post the EEOAC final approved minutes on the web page.

NEW BUSINESS/OPEN AGENDA ITEMS

New Committee Members

Tony Dickerson retracted his resignation and will remain as chairman of EEOAC. Gayle will extend the advertisement of EEOAC vacancies on the InsideARB. Currently there are applicants from Sacramento and none from El Monte. Charles will draft a recruitment flyer for El Monte to encourage application for membership in EEOAC.

Employee Survey

The employee survey was postponed because of changes not available at this meeting to review or discuss. A subcommittee is to review main areas that ARB employees perceive as needing attention as it pertains to the EEOAC's mission through this survey. This survey could serve as a valuable tool in determining areas where more education and awareness are necessary.

NEXT MEETING

July 9, 2003 at 9:30 am in the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento, and in the ARB El Monte offices, Conference Room 111, A&B in Annex 2.

ADJOURN

The vice-chairperson Teresa Medeiros adjourned the meeting at 11:30 a.m.